

# SATYAM FASHION INSTITUTE

Reaccredited by NAAC 'A' Grade, CGPA: 3.18

(Affiliated to S N D.T Women's University)

Ref. No.0505/Office Order/SFI

Dated: 27<sup>th</sup> June 2023

## ADMISSION COMMITTEE For the Academic Year 2023-24

Sr. No.	Name of the Staff Member	Designation	Department	Designation in the Committee
1	Dr. Vandana Jaglan	Principal	Design	Chairperson
2	Dr. Neetu Malhotra	Vice Principal	Design	Convenor
3	Priyanka Sarkar	HOD-Mass Media	Mass Media	Co-Convenor
4	Shivani	Assistant Professor	Design	Member
5	Charu Ahluwalia	Program Coordinator - Mass Media	Mass Media	Member
6	Lalit Singh	Accountant	Accounts	Member
7	Yashveer Singh	Assistant Manager (Office & Liaison)	Office	Member
8	Vishnu Priya	Student of B.Design, First Year	Design	Student Representative
9	Roshni Bagdwal	Student of B.A. (Mass Media), First Year	Mass Media	Student Representative

### FUNCTIONS OF THE COMMITTEE:

1. To improve the admissions quality with well-defined policy.
2. To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies or by the university.
3. To create a brand value and awareness about the institute.
4. To provide best counselling to students and parents who come to seek admission.
5. To guide the students and parents in making effective decisions.
6. To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting ID-card, fulfilling eligibility criteria, getting time tables etc.

### RESPONSIBILITIES OF THE COMMITTEE:

In consideration with admission rules, university guidelines, brochures, prospectus and hand-outs for wider publicity.

1. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.

2. To prepare plan for all the courses students as a career counselling activity.
3. To place advertise mention newspapers/social media regarding admissions as and when permitted by the management of the institute.
4. To assist the students and to interact with the parents during admissions.
5. To advise the Management on improving facilities from the feedbacks got from parents and students during admission counselling.
6. To collect the semester/year fee and issue the fee receipt.
7. To submit the Admissions Data on SARAL software for the official record purpose.
8. To submit the Admissions Data on the university portal and get approved PRN Numbers.

*Dr. Neetu Malhotra*  
27/6/2023  
**(Dr. Neetu Malhotra)**  
**Vice Principal**